

**Project Manager**  
**Sea Turtle and Coral Reef Conservation Program**  
Job Description  
September 2017

### **Overview**

Maui Ocean Center Marine Institute (MOCMI), a nonprofit organization based in Maui, Hawai'i, mission is to rescue, rehabilitate, and release threatened and endangered sea turtles, maintain a repository for rare and endemic Hawaiian corals and to provide educational opportunities in conservation and the marine sciences.

### **Qualifications**

- Bachelor's degree in a relevant discipline
- Conservation-minded behavior
- Strong leadership and management skills
- Minimum 2 years of experience working with sea turtles
- Strong language and communication skills (written and oral)
- Strong analytical and problem solving skills
- Possess a professional attitude and appearance
- Must be available to work a flexible schedule, including some weekends and holidays
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Should possess aptitude for various environmental monitoring techniques/methods
- Ability to prioritize work assignments
- Should be comfortable in and around the ocean

### **Job Responsibilities**

#### General

- Responsible for supporting institutional and departmental missions as well as meeting the goals established by Conservation Committee and MOCMI Board of Directors
- Responsible for following established policies and procedures
- Able and willing to be reached during nonworking hours for emergencies
- Responsible for completing assigned work in an efficient and timely manner
- Responsible for equipment, supplies, and personnel associated with field projects
- Responsible for operating within assigned project budgets
- Develops and maintains relationships with stakeholder and partner organizations

- Motivates community members to participate in MOCMI conservation activities and projects
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- Attends select community and stakeholder meetings to foster relationships and build community relations
- Responsible for recruitment, training, and management of volunteers
- Participates in monthly Conservation Committee meetings
- Participates in weekly meetings with Chair of Conservation Committee
- Prepares monthly progress report for Board of Directors

### Stranding Response and Rescue

- Respond to reports of live and deceased sea turtle stranding events. Duties will include:
  - Fielding of calls from the public regarding stranded sea turtles
  - Coordination of beach and on-water response to injured, impaired, or expired animals
  - Coordinate with NOAA for medical assessment and intake/shipment of animals
- Oversight of data collection and entry
- Maintain rehabilitation facility quality standards through regular maintenance and cleaning activities
- Develop stranding response training program for volunteers
- Interact with and delegate tasks to volunteers

### Conservation and Research Projects

- Coordinates implementation of assigned Conservation/Research projects including developing implementation plans, tracking budgets, acquiring resources, cultivating and maintaining new partnerships, and internal and external reporting.
- Leads conservation programs in and adjacent to target communities and projects
- Conducts evaluation of project results and preparation of summary reports including financial reporting and summary assessment of results
- Manages multiple projects at once, requiring ability to address multiple tasks in different project phases
- Works collaboratively with the Conservation Committee in the preparation of grant proposals
- Implements special projects as needed

### Physical Requirements

The employee may frequently lift and/or move up to 50 pounds, sit, kneel, reach overhead, be exposed to extreme heat, ocean conditions, and marine animals.

**How to Apply**

Interested applicants should submit a resume and cover letter to [info@mocmarineinstitute.org](mailto:info@mocmarineinstitute.org).  
Position will remain open until filled.